



## MEMORANDUM FOR THE RECORD

**SUBJECT:** Travel – Detailed Procedures Related to the Use of CAS Funding

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### Issue

The NASA FY 2010 Appropriations Bill provides that NASA's Cross-Agency Support Funds (CASX) are limited to a one-year period of availability and will expire on September 30, 2010. This paper addresses the detailed procedures related to the use of CAS funding.

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## Guidance

### Processing CAS Funded TDY Documents in FedTraveler.com

The NASA PY 2010 appropriation states that NASA's Cross Agency Support (CAS) funds shall be limited to one-year availability. Expenses associated with split year travel (travel which begins in one fiscal year and continues into the next fiscal year) authorized in PY 2010 must be properly allocated between PY 2010 and PY 2011 appropriations. However, a round-trip ticket obligates funds at the time of purchase as long as the trip starts in the same fiscal year. If the return portion of the ticket cannot be used and a separate return ticket must be purchased, a new obligation is created with funds available at that time (GAO Report B-66834).

Note: Expiring Funds will not be rolled up at the Agency level as part of the FY 2010 closing process. Instead any unobligated funds remaining in expiring accounts will remain at the Centers until the end of the first quarter of FY 2011. This will leave a small amount of funding available at the Centers to facilitate the completion of adjustments to existing obligations anticipated early in FY 2011.

This procedure document will provide the user with guidance on preparing and processing of Travel Authorizations and Vouchers that will be using NASA's CAS funding. The method/approach will ensure proper allocation of travel expenses that need to be split across the Fiscal Years with the use of separate travel authorizations to reflect travel that begins in FY 2010 and continues into FY 2011. The approach will also require the submission of separate travel vouchers upon completion.

The following table reflects the appropriation allocation of split year travel funding and expenses between FY 2010 and FY 2011 appropriations for the various documents of a TDY trip.

**Appropriation Allocation of Split-Year Travel Funding and Expenses**

Expense Type	Charging Practice	Business Rules
Per Diem <ul style="list-style-type: none"><li>Meals &amp; Incidental Expenses (M&amp;IE)</li><li>Lodging</li></ul>	Allocated between years. Expenses incurred in FY 2010 are charged to PY 2010 Expenses incurred after 9/30/10 are charged to PY 2011	For TDY periods crossing into FY 2011, Original Authorization document must end on 9/30/10 A second travel authorization is created to continue the TDY period into FY 2011
Miscellaneous Expenses <ul style="list-style-type: none"><li>Vicinity mileage-(lodging to/from TDY), POV mileage-(residence to/from airport)</li><li>parking, tolls, metro, phone, internet, furniture rental, cleaning service, ATM</li></ul>	Allocated between years. Expenses incurred in FY 2010 are charged to PY 2010 Expenses incurred after 9/30/10 are charged to PY 2011	For TDY periods crossing into FY 2011, Original Authorization document must end on 9/30/10 A second travel authorization is created to continue the TDY period into FY 2011

Expense Type	Charging Practice	Business Rules
Transportation (Cross Fiscal year Travel Order) <ul style="list-style-type: none"> <li>Air / POV <ul style="list-style-type: none"> <li>Round trip to TDY Station recorded as cost in the current fiscal year</li> </ul> </li> </ul>	Round trip funded in current year (departure occurs in current year) The date associated with the purchase of the airline ticket defines which year funding should be used; including changes to previously purchased tickets which results in the issuance of a "new" ticket.	TDY Authorization dates are modified to reflect a 9/30/10 cut-off for current year costs
Rental Car at TDY Site	Funded in Full in Year travel begins	Charged in full to PY 2010 funding

### **FedTraveler.com – CAS Funded Single Trip Authorization Crossing Fiscal Years**

Travel obligations and expenses associated with split year travel (travel which begins in one fiscal year and continues into the next fiscal year) authorized in PY 2010 must be properly allocated between PY 2010 and PY 2011 appropriations. The following steps are required when creating the associated travel documents:

- Create the initial travel authorization in FedTraveler.com reflecting the dates associated with all allowable airfare, hotel and rental car expenses estimated for the entire duration of the trip:
  - Reservations will be included on the initial travel authorization for split year travel
  - Roundtrip airfare will reflected on the initial travel authorization

#### **Detailed Example (FY 2010 Travel Dates):**

- Single trip travel authorization reflecting travel from September 15, 2010 to October 7, 2010 citing CAS funding.
  - Enter Departure date of 09/15/2010
  - Enter Return date of 10/07/2010

https://uat.fedtraveler.com/fcb=DSKA1Bo-0 - Travel Authorization - Windows Internet Explorer

**FedTraveler.com**  
EDS, an HP company, solution

Organizer User Profile Travel Research Planning Print Help Tutorial Support Logout

moving people not paper

## Travel Authorization

Return to Desktop

**Page Help**  
Use this page to create a Travel Authorization. You may create round trip, one way or multiple destination Travel Authorizations. You can select the Long Term TDY checkbox for travel over 30 days.  
Step by step instructions:  
1. Choose a Trip  
Printable Job Aids  
FAQs and Support  
"How To"  
Additional Web Accessibility Help?

**TRAVELER NAME** DOCUMENT NUMBER ORGANIZATION  
NASA62IS60XXXST50003393 MARSHALL SPACE FLIGHT CENTER SITS

**PREPARER NAME** ORGANIZATION  
MARSHALL SPACE FLIGHT CENTER SITS

1 What is the Purpose of your Trip? SITE VISIT  
User Comments: Cross FY Modify

2 Transportation Payment Method? CENTRALLY BILLED ACCOUNT

Long Term TDY Travel: ☐

3 Travel Destinations

**Departure & 1st Destination**

LEAVING FROM HUNTSVILLE, AL USA HSV GOING TO BIRMINGHAM, AL USA BHM  
09/15/2010 6AM Contract Flight

**Return Home**

Returning From  
TDY LOCATION CITY STATE COUNTRY DEPART DATE  
BIRMINGHAM AL USA 10/7/2010  
TRAVEL MODE Contract Flight

Returning To  
CITY STATE COUNTRY  
HUNTSVILLE AL USA  
Find City Find Country

Save and Continue Cancel

Save Destination and Continue button. Saves destination and returns to display in

**Departure & 1st Destination**

LEAVING FROM HUNTSVILLE, AL USA HSV GOING TO BIRMINGHAM, AL USA BHM  
09/15/2010 6AM Contract Flight

**Return Home**

Returning From  
TDY LOCATION CITY STATE COUNTRY DEPART DATE TIME AIRPORT  
BIRMINGHAM AL USA 10/7/2010 6AM BHM  
TRAVEL MODE Contract Flight  
Find Airman

Returning To  
CITY STATE COUNTRY ARRIVE DATE AIRPORT  
HUNTSVILLE AL USA 10/7/2010 HSV  
Find City Find Country Find Airman

Save and Continue Cancel

Save Destination and Continue button

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Trusted sites 100%

- Book reservations as required for the entire duration of the travel order

http://wxt1.getthere.net/sid-96930transIndex-0%3A0.0.0.0%3A0tsid-96930monAbbrIst%50%50-90dep - Windows Internet Explorer

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Travelers: Site: nasa\_uat\_w

Ext Booking and Reservation System

Trips

Help with this page

Your trip so far... [view details](#)

Select Flight for Wed, Sep 15, 2010  
Huntsville/Decatur (HSV) to Birmingham (BHM)

[Modify search](#)

Your trip so far... [view details](#)

Select Flight for Wed, Sep 15, 2010  
Huntsville/Decatur (HSV) to Birmingham (BHM)

[Modify search](#)

Legend: Government Contracted Airline Contracted Capacity Controlled Fare Contracted Fare Out of Policy

Search by Price [?](#) 30 flight options: 1-20 | 21-30

Departure	Arrival	Airline	Notes	Price (estimate)
Option 1				
6:00 AM - Wed, Sep 15 Huntsville/Decatur, AL <a href="#">(HSV)</a>	8:26 AM - Wed, Sep 15 Charlotte, NC <a href="#">(CLT)</a>	US Airways Operated by US AIRWAYS EXPRESS-PSA AIRLINES Flight 2207 - <a href="#">CRJ700</a> Class: Coach Class	Non-stop 334 miles N/A on-time <a href="#">View seats</a>	Government/Unrestricted Coach Class <a href="#">Select</a>
9:50 AM - Wed, Sep 15 Charlotte, NC <a href="#">(CLT)</a>	10:24 AM - Wed, Sep 15 Birmingham, AL <a href="#">(BHM)</a>	US Airways Operated by US AIRWAYS EXPRESS-MESA AIRLINES Flight 9629 - <a href="#">CRJ</a> Class: Coach Class	Non-stop Total flight time 4:24 351 miles 90% on-time <a href="#">View seats</a>	

Option 2

Finish Building Your Itinerary For Complete Price

https://uat.fedtraveler.com/fcb-DSKA10e-0 - Travel Authorization - Windows Internet Explorer

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Return to Desktop

**Travel Authorization**

TRAVELER NAME DOCUMENT NUMBER ORGANIZATION

http://wxt1.getthere.net/sid-96930transIndex-0%3A0.0.0.0%3A0tsid-96930monAbbrIst%50%50-90dep - Windows Internet Explorer

**FedTraveler.com**  
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Travelers: Site: nasa\_uat\_w

Ext Booking and Reservation System

Trips

Help with this page

Your trip so far... Wed, Sep 15, 2010 [view details](#)

Select Flight for Thu, Oct 07, 2010  
Birmingham (BHM) to Huntsville/Decatur (HSV)

[Modify search](#)

Your trip so far... Wed, Sep 15, 2010 [view details](#)

Select Flight for Thu, Oct 07, 2010  
Birmingham (BHM) to Huntsville/Decatur (HSV)

[Modify search](#)

Legend: Government Contracted Airline Contracted Capacity Controlled Fare Contracted Fare Out of Policy

Search by Price [?](#) 30 flight options: 1-20 | 21-30

Departure	Arrival	Airline	Notes	Price (estimate)
Option 1				
6:10 AM - Thu, Oct 07 Birmingham, AL <a href="#">(BHM)</a>	7:16 AM - Thu, Oct 07 Memphis, TN <a href="#">(MEM)</a>	DELTA Operated by PINNACLE DBA DELTA CONNECTION Flight 4090 - <a href="#">Canadair Jet</a> Class: Coach Class	Non-stop 211 miles 70% on-time <a href="#">View seats</a>	Government/Unrestricted Coach Class <a href="#">Select</a>
9:50 AM - Thu, Oct 07 Memphis, TN <a href="#">(MEM)</a>	10:47 AM - Thu, Oct 07 Huntsville/Decatur, AL <a href="#">(HSV)</a>	DELTA Operated by PINNACLE DBA DELTA CONNECTION Flight 2955 - <a href="#">Canadair Jet</a> Class: Coach Class	Non-stop Total flight time 4:37 184 miles 80% on-time <a href="#">View seats</a>	

Option 2

Finish Building Your Itinerary For Complete Price



2. Upon returning from the Online Booking Engine, modify the travel authorization by changing the end date of the trip to reflect an end date of the current fiscal year
  - Modified travel dates: September 15, 2010 to September 30, 2010

- Press the Save and continue icon after modifying the trip end date to save the changes.
- Select the Review button to add airfare totals; totals are initially zeroed out when the itinerary is modified (travel dates)
- Select the Complete the Authorization button to complete the document
- Select and allocate the appropriate accounting data
- Once completed, submit the document for approval

Note: The first authorization recorded for CAS funded split year trips crossing into FY 2011 will retain the itinerary reflecting the true travel dates of the travel order (including those occurring in FY 2011); ensuring roundtrip airfare costs are reflected in the current fiscal year. All reservations (air, hotel and rental car where applicable) are made and approved via the first authorization.

Travelers/preparers will need to adjust the estimated costs to accommodate for the reduction in the per diem rate occurring on the last day of the FY 2010 travel authorization.

AGENCY GUIDANCE: The travel authorization reflecting travel dates occurring in FY 2011 cannot be created until the associated appropriations are made available in SAP after Fiscal Year startup. Travelers/preparers must add the following verbiage to the comments section of the initial travel authorization: "Travel is scheduled thru Oct. XX, 2010. You are authorized to

continue your travel beyond 9/30/2010 subject to the availability of PY11 funding. After funding becomes available, a separate travel authorization will be prepared for the PY11 portion of this trip to document the obligation of PY11 funding. If new funding does not become available to continue your travel after 9/30/10, you will be required to terminate your trip."

3. Create the travel authorization in FedTraveler.com reflecting the portion of the trip occurring in FY 2011 (no reservations):
  - a. No reservations will be included unless travel plans are modified/extended Created upon both appropriations and system availability after Fiscal Year startup

#### Detailed Example (FY 2010 Travel Dates):

1. FY 2011 portion of a Single trip travel order reflecting travel from September 15, 2010 to October 7, 2010 citing CAS funding.
  - a. Enter Departure date of 10/01/2010
  - b. Enter Return date of 10/07/2010

The screenshot shows the FedTraveler.com Travel Authorization form. The form is titled "Travel Authorization" and includes fields for Traveler Name, Document Number, Organization, Preparer Name, and Organization. It also has sections for "1. What is the Purpose of your Trip?", "2. Transportation Payment Method?", "3. Travel Destinations", and "4. Do you need to:". The "3. Travel Destinations" section is highlighted with a red box and shows "Departure & 1st Destination" and "Return Home" with flight details. The "Departure & 1st Destination" section shows "LEAVING FROM HUNTSVILLE, AL USA HSV 10/01/2010 6AM" and "GOING TO BIRMINGHAM, AK USA BHM 10/01/2010 6AM Contract Flight". The "Return Home" section shows "LEAVING FROM BIRMINGHAM, AK USA BHM 10/07/2010 6AM" and "GOING TO HUNTSVILLE, AL USA HSV 10/07/2010 6AM Contract Flight".

- Reservations were created in the original trip.
- Click the Complete Travel with the authorization.
- Adjust estimated costs
- Select the appropriate accounting data
- Submit the Document

Note: Travelers/preparers will need to adjust the estimated costs to accommodate for the reduction in the per diem rate occurring on the first day of the FY 2011 travel authorization.

Process Recommendation: Users are encouraged to add comments to the FY 2011 travel authorization to readily identify the travel authorization reflecting FY 2010 obligation/costs i.e., “See associated FY 2010 Split Year Travel Authorization # ...”

### **Processing CAS Funded Extended TDY Documents in FedTraveler.com**

This memorandum documents the method/approach for Extended TDY (ETDY) within the CAS Appropriation to ensure proper allocation of split year Extended TDY (ETDY) travel expenses with the appropriation available to fund those expenses.

Existing ETDY travel authorizations funded into FY 2011 with PY 2010 Cross Agency Support (CAS) funds must be adjusted. This requires that the original Travel Authorization be amended to reduce amounts by the FY 2011 estimated travel expenses.

Expense Type	Charging Practice	Business Rules
Per Diem <ul style="list-style-type: none"> <li>Meals &amp; Incidental Expenses (M&amp;IE)</li> <li>Lodging</li> </ul>	Allocated between years. Expenses incurred in FY 2010 are charged to PY 2010  Expenses incurred after 9/30/10 are charged to PY 2011	For ETDY periods crossing into FY 2011, Parent document must end on 9/30/10  A second Parent document is created to continue the ETDY period into FY 2011
Miscellaneous Expenses <ul style="list-style-type: none"> <li>Vicinity mileage-(lodging to/from TDY), POV mileage-(residence to/from airport)</li> <li>parking, tolls, metro, phone, internet, furniture rental, cleaning service, ATM</li> </ul>	Allocated between years. Expenses incurred in FY 2010 are charged to PY 2010  Expenses incurred after 9/30/10 are charged to PY 2011	For ETDY periods crossing into FY 11, Parent document must end on 9/30/10  A second Parent document is created to continue the ETDY period into FY 2011
Transportation <ul style="list-style-type: none"> <li>Round trip to ETDY Station recorded as cost in the current fiscal year               <ul style="list-style-type: none"> <li>Air</li> <li>POV</li> </ul> </li> <li>One-way trips to/from ETDY Station at <u>beginning and end</u> of ETDY               <ul style="list-style-type: none"> <li>Air</li> <li>POV</li> </ul> </li> </ul>	Air Funded in year travel segment begins (initial departure to ETDY and final return from ETDY) POV mileage is charged to year in which it occurred Expenses incurred in FY 2010 are charged to PY 2010 Expenses incurred after 9/30/10 are charged to PY 2011	Trip segment departing on or prior to 9/30/10 is charged to PY 2010 (Parent document #1) Trip segment departing 10/01/10 or after is charged to PY 2011 (Parent document #2) POV expenses incurred on or prior to 9/30/10 are charged to PY 2010 (Parent document #1) POV expenses incurred on or after 10/1/10 are charged to PY 2011 (Parent document #2)
Transportation <ul style="list-style-type: none"> <li>Trips home <u>during</u> ETDY</li> </ul>	Round trip funded in full in year travel begins e.g. if travel begins 10/1/10 (FY	Trips departing on or prior to 9/30/10 are charged to PY 2010 (Parent document #1)



<ul style="list-style-type: none"> <li>– Air</li> <li>– POV</li> </ul>	<p>2011) and ticket is issued 9/29/10 (FY 2010), this would be funded with PY 2011 funds, even though the expense is incurred in FY 2010</p> <p>POV mileage is charged to year in which it occurred</p> <p>Expenses incurred in FY 10 are charged to PY 2010</p> <p>Expenses incurred after 9/30/10 are charged to PY 2011</p>	<p>Trips departing 10/01/10 or after are charged to PY 2011 (Parent document #2)</p> <p>If the return portion of a round trip ticket cannot be used (returned / reissued) and a separate return ticket must be purchased 10/1/10 or later, PY 2011 funds must be used</p> <p>POV expenses incurred on or prior to 9/30/10 are charged to PY 2010</p> <p>POV expenses incurred on or after 10/1/10 are charged to PY 2011</p>
Rental Car at TDY Site	Funded in Full in Year travel begins	Charged in full to PY 2010 funding

Note: Extended TDY trips cannot begin in September if using CAS funding due to system limitations of processing the ETDY authorization.

*See “Manual Processes Supporting the Monitoring of Extended TDY” below for information regarding additional processes used to assist in managing funds availability as it relates to Extended TDY processing.*

#### **FedTraveler.com – Extended Travel Authorization Document (Parent)**

The term “Parent Travel Authorization” refers to the travel authorization created for Extended TDY reflecting the start and end dates of the extended travel order. The approved travel authorization results in the recording of the SAP funds commitment document, reflecting the associated obligation for the lifecycle of the extended travel order. The following steps are required when creating Extended TDY travel documents:

1. Create the initial Parent travel authorization in FedTraveler.com reflecting the dates associated with all allowable airfare, hotel and rental car expenses estimated for the entire duration of the trip:
  - a. Reservations will be included on the initial travel authorization for split year travel
  - b. Roundtrip airfare (where applicable) will be reflected on the initial travel authorization
  - c. Include all estimated cost of trips home

Note: CAS funded Ext TDY trips crossing into FY 2011 will require two FedTraveler.com travel authorizations to reflect the entire travel order.

#### **Detailed Example (FY 2010 Travel Dates):**

1. Extended TDY travel authorization reflecting travel from August 1, 2010 to January 31, 2011 citing CAS funding.
  - a. Enter Departure date of 08/01/2010

b. Enter Return date of 01/31/2011

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EOS, an HP company solution

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Return to Desktop

**Page Help**  
Use this page to create a Travel Authorization. You may create round trip, one way or multiple destination Travel Authorizations. You can select the Long Term TDY checkbox for travel over 30 days.  
Step by step instructions:  
1. Choose a Trip  
Printable Job Aids  
FAQ and Support  
How To  
Additional Web Accessibility Help: ☐

### Travel Authorization

TRAVELER NAME	DOCUMENT NUMBER	ORGANIZATION
SHARON L. GAIN	NASA62ADD10XXXST50003414	MARSHALL SPACE FLIGHT CENTER SITS

PREPARER NAME	ORGANIZATION
	MARSHALL SPACE FLIGHT CENTER SITS

1 What is the Purpose of your Trip? SITE VISIT  
User Comments: cross fy

2 Transportation Payment Method? CENTRALLY BILLED ACCOUNT

Long Term TDY Travel: ☐

3 Travel Destinations

**Departure & 1st Destination**

LEAVING FROM	GOING TO
HUNTSVILLE, AL USA HSV 08/01/2010 6AM Contract Flight	BIRMINGHAM, AL USA BHM Contract Flight

**Return Home**

LEAVING FROM	GOING TO
BIRMINGHAM, AL USA BHM 01/31/2011 6AM Contract Flight	HUNTSVILLE, AL USA HSV Contract Flight

4 Do you need to:  
 Enter your estimated miscellaneous travel expenses (i.e., taxi, mileage, hotel taxes, phone, parking, etc.).  
☐ 5a Book Reservations  
☐ 5b Complete Authorization

## 2. Book reservations as required for the entire duration of the travel order

http://wx1.getthere.net/?sid=93908&transIndex=0%3A0.0.0.0%3A0&sid=93908&monAbb=rls%5B0%5D=89&dep - Windows Internet Explorer

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Traveler: Site: nasa\_ua\_t\_w Exit Booking and Reservation System

Trips [Help with this page](#)

Your trip so far... [view details](#)

Select Flight for Sun, Aug 01, 2010  
Huntsville/Decatur (HSV) to Birmingham (BHM)

[Modify search](#)

**Company Announcements**  
This page displays the flight or rail options for the requested travel locations. If non-contract fares are available for the displayed flights, a Select button with no price will be displayed. You will be presented with the non-contract fare once all flight segments have been selected.

**PLEASE NOTE:** If the origination or destination points are located in a city with multiple commercial airports, alternate airports will be displayed in the listing. Be sure to verify the airport before selecting the desired fare button.

**For guaranteed contracted fares on AirTran Airways please select the \_CA fares only!**

Legend: Government Contracted Airline Contracted Capacity Controlled Fare Contracted Fare Out of Policy

Search by Price [30 flight options: 1-20 | 21-30](#)

Departure	Arrival	Airline	Notes	Price (estimate)
Option 1				
8:00 AM - Sun, Aug 01 Huntsville/Decatur, AL <a href="#">HSV</a>	8:27 AM - Sun, Aug 01 Charlotte, NC <a href="#">CLT</a>	<b>US Airways</b> Operated by US Airways EXPRESS-AR WOODCHUCK Flight: 3826 - <a href="#">Canadair Jet</a> Class: Coach Class	Non-stop 334 miles N/A on-time <a href="#">View seats</a>	Government/Unrestricted Coach Class <a href="#">Select</a>
9:50 AM - Sun, Aug 01 Charlotte, NC <a href="#">CLT</a>	10:24 AM - Sun, Aug 01 Birmingham, AL <a href="#">BHM</a>	<b>US Airways</b> Operated by US Airways EXPRESS-MESA AIRLINES Flight: 2829 - CRJ Class: Coach Class	Non-stop Total flight time 4:24 35 miles 88% on-time <a href="#">View seats</a>	
Option 2				
8:10 AM - Sun, Aug 01 Huntsville/Decatur, AL <a href="#">HSV</a>	7:10 AM - Sun, Aug 01 Memphis, TN <a href="#">MEM</a>	<b>DELTA</b> Operated by ASA DBA DELTA CONNECTION Flight: 5147 - <a href="#">Canadair Jet</a> Class: Coach Class	Non-stop 184 miles N/A on-time <a href="#">View seats</a>	Government/Unrestricted Coach Class <a href="#">Select</a>
9:50 AM - Sun, Aug 01 Memphis, TN <a href="#">MEM</a>	10:52 AM - Sun, Aug 01 Birmingham, AL <a href="#">BHM</a>	<b>DELTA</b> Operated by PRNACLE DBA DELTA CONNECTION Flight: 2886 - <a href="#">Canadair Jet</a>	Non-stop Total flight time 4:42 211 miles <a href="#">View seats</a>	

Done Internet 100%

http://wx1.getthere.net/?sid=93908&transIndex=0%3A0.0.0.0%3A0&need\_hotel=yes&sid=93908&policySys - Windows Internet Explorer

**FedTraveler.com**  
EDS, an HP company, solution

Traveler: Site: nasa\_ua\_t\_w Exit Booking and Reservation System

Trips [Help with this page](#)

Your trip so far... Sun, Aug 01, 2010 [view details](#)

Select Flight for Mon, Jan 31, 2011  
Birmingham (BHM) to Huntsville/Decatur (HSV)

[Modify search](#)

**Company Announcements**  
This page displays the flight or rail options for the requested travel locations. If non-contract fares are available for the displayed flights, a Select button with no price will be displayed. You will be presented with the non-contract fare once all flight segments have been selected.

**PLEASE NOTE:** If the origination or destination points are located in a city with multiple commercial airports, alternate airports will be displayed in the listing. Be sure to verify the airport before selecting the desired fare button.

**For guaranteed contracted fares on AirTran Airways please select the \_CA fares only!**

Legend: Government Contracted Airline Contracted Capacity Controlled Fare Contracted Fare Out of Policy

Search by Price [30 flight options: 1-20 | 21-30](#)

Departure	Arrival	Airline	Notes	Price (estimate)
Option 1				
6:10 AM - Mon, Jan 31 Birmingham, AL <a href="#">BHM</a>	7:16 AM - Mon, Jan 31 Memphis, TN <a href="#">MEM</a>	<b>DELTA</b> Operated by PRNACLE DBA DELTA CONNECTION Flight: 4090 - <a href="#">Canadair Jet</a> Class: Coach Class	Non-stop 211 miles 70% on-time <a href="#">View seats</a>	Government/Unrestricted Coach Class <a href="#">Select</a>
9:50 AM - Mon, Jan 31 Memphis, TN <a href="#">MEM</a>	10:47 AM - Mon, Jan 31 Huntsville/Decatur, AL <a href="#">HSV</a>	<b>DELTA</b> Operated by PRNACLE DBA DELTA CONNECTION Flight: 3955 - <a href="#">Canadair Jet</a> Class: Coach Class	Non-stop Total flight time 4:37 184 miles 80% on-time <a href="#">View seats</a>	
Option 2				
6:10 AM - Mon, Jan 31 Birmingham, AL <a href="#">BHM</a>	7:16 AM - Mon, Jan 31 Memphis, TN <a href="#">MEM</a>	<b>MIDWEST AIRLINES</b> Operated by PRNACLE DBA DELTA CONNECTION Flight: 6440 - <a href="#">Canadair Jet</a> Class: Coach Class	Non-stop 211 miles N/A on-time <a href="#">View seats</a>	Government/Unrestricted Coach Class <a href="#">Select</a>
9:50 AM - Mon, Jan 31 Memphis, TN <a href="#">MEM</a>	10:47 AM - Mon, Jan 31 Huntsville/Decatur, AL <a href="#">HSV</a>	<b>MIDWEST AIRLINES</b> Operated by PRNACLE DBA DELTA CONNECTION	Non-stop Total flight time 4:37 184 miles <a href="#">View seats</a>	

Internet 100%

- Upon returning from the Online Booking Engine, modify the travel authorization by changing the end date of the trip to reflect an end date of the current fiscal year (September 30, 2010)

- Press the Save and continue icon after modifying the trip end date to save the changes.
- Select the Review button to add airfare totals; totals are initially zeroed out when the itinerary is modified (travel dates)
- Select the Complete the Authorization button to complete the document
- Select and allocate the appropriate accounting data
- Once completed, submit the document for approval

Note: The first Parent authorization recorded for CAS funded Extended TDY trips crossing into FY 2011 will retain the itinerary reflecting the true travel dates of the Extended TDY order (including those occurring in FY 2011), ensuring roundtrip airfare costs are reflected in the current fiscal year.

All reservations (air, hotel and rental car where applicable) are made and approved via the first Parent authorization.

AGENCY GUIDANCE: The travel authorization reflecting travel dates occurring in FY 2011 cannot be created until the associated appropriations are made available in SAP after Fiscal Year startup. Travelers/preparers will be provided official verbiage to include in the comments

section of the initial travel authorization stating the portion of travel occurring in the following fiscal year is subject to funds availability.

1. Create the portion of the Parent Travel Authorization in FedTraveler.com to include all allowable Extended TDY expenses occurring in FY 2011 (October 1, 2010 – September 30, 2011). The traveler/preparer must select from 2 possible scenarios when creating the second half of the Parent document:
  - a. Second half of the travel order reflects a travel duration of more than 30 days (must be identified as Extended travel, LTDDY Indicator)
  - b. Second half of the travel order reflects a travel duration equal to or less than 30 days (cannot be created as an Extended TDY document)

### Detailed Example (FY 2011 Travel Dates greater than 30 days duration):

1. Extended TDY travel authorization reflecting the portion of travel occurring October 1, 2010 to January 31, 2011 citing CAS funding.
  - a. Enter Departure date of 10/01/2010
  - b. Enter Return date of 01/31/2011

The screenshot shows the FedTraveler.com Travel Authorization form. The form is titled "Travel Authorization" and includes fields for Traveler Name, Document Number, Organization, Preparer Name, and Organization. It also has sections for "1 What is the Purpose of your Trip?", "2 Transportation Payment Method?", "3 Travel Destinations", and "4 Return Home". The "3 Travel Destinations" section is highlighted with a red box, showing "Departure & 1st Destination" and "Return Home" details. The "Return Home" section shows "Returning From" and "Returning To" details.

- Long Term TDY Travel Indicator is flagged.
- Air, hotel and rental car reservations made on the initial Parent Authorization, therefore no reservations are required when creating the second extended TDY authorization.
- Complete the Travel Authorization.
- Select the appropriate accounting data.
- Submit the document for approval



### Detailed Example (FY 2011 Travel Dates equal or less than 30 days duration):

1. Travel authorization reflecting the remaining portion of extended travel occurring October 1, 2010 to October 15, 2010 citing CAS funding. In addition, this example reflects a Nested trip occurring October 1, 2010 to October 5, 2010.
  - a. Enter Departure date of 10/06/2010 (accommodating for the Nested travel occurring October 1, 2010 to October 5, 2010)
  - b. Enter Return date of 10/15/2010

The screenshot shows the FedTraveler.com Travel Authorization form. The form is titled "Travel Authorization" and includes fields for Traveler Name (CHRISTOPHER CARLSON), Document Number (NASA62ADD10XXXST50003411), Organization (MARSHALL SPACE FLIGHT CENTER SITS), Preparer Name (NAHEED JAMIL), and Organization (MARSHALL SPACE FLIGHT CENTER SITS). The form also includes sections for "What is the Purpose of your Trip?", "Transportation Payment Method?", "Long Term TDY Travel", "Travel Destinations", "Departure & 1st Destination", "End Trip", and "What would you like to do next?". A pop-up window titled "Departure & 1st Destination" is shown, displaying the departure from Memphis, TN USA on 10/06/2010 and the trip ending in Huntsville, AL USA on 10/15/2010. The form is being viewed in a Windows Internet Explorer browser window.

- Long Term TDY Travel Indicator is not flagged.
- Air, hotel and rental car reservations made on the initial Parent Authorization, therefore no reservations are required when creating the second extended TDY authorization.
- Complete the Travel Authorization.
- Adjust estimated costs
- Select the appropriate accounting data.
- Submit the document for approval

PROCESS RECOMMENDATION: Users are encouraged to add comments to the FY 2011 travel authorization to readily identify the travel authorization reflecting FY 2010 obligation/costs i.e., "See associated FY 2010 Split Year Travel Authorization # ..."



## FedTraveler.com – Nested Travel Authorizations

Nested authorizations reflect trips commencing from the ETDY location to a secondary location. Nested trips crossing the fiscal year will require two authorizations and accompanying expense reports. Any planned Nested trips for travel during SAP fiscal year-end downtime **must be** processed through final approval and obligated prior to SAP going down for fiscal year-end closing.

1. Create FY2010 Nested Travel Authorization document in FedTraveler.com to include all allowable FY 2010 expenses:
  - a. One-way airfare due to date restrictions (associated Parent authorization);  
FedTraveler.com system limitations prevent the creation of Nested trips with dates that extend beyond the parent travel authorization, therefore round trip reservations cannot be used.
  - b. Hotel accommodations and rental car reservations reflect FY2010 dates only

Note: CAS funded Nested trips crossing into FY 2011 will require two FedTraveler.com travel authorizations to reflect the entire travel order.

### **Detailed Example (FY 2010 Travel Dates):**

1. Nested TDY travel order reflecting travel from September 27, 2010 to October 5, 2010 citing CAS funding.
  - a. Enter Departure date of 09/27/2010
  - b. Enter Return date of 09/30/2010

The screenshot displays the FedTraveler.com interface for creating a Nested Authorization. The form is titled "Nested Authorization" and includes fields for TRAVELER NAME, DOCUMENT NUMBER, ORGANIZATION, PREPARED BY, and TRIP PURPOSE. The TRIP PURPOSE is set to "MEETING" with a "secondary" user comment. The "Transportation Payment Method" is "CENTRALLY BILLED ACCOUNT". The "Travel Destinations" section shows a "Departure & 1st Destination" with "LEAVING FROM BIRMINGHAM, AL USA HSV" on "09/27/2010 6AM" and "GOING TO MONTGOMERY, AL USA MGM" on "09/27/2010 6AM". The "End Trip" section shows "TRIP END MONTGOMERY, AL USA on 09/30/2010". The form also includes a "Page Help" sidebar and a "Travel Authorization Tasks" section.

- Book reservations as required for the entire duration of the travel order
  - a. Reservation should reflect one-way airfare (departure)
  - b. Hotel and rental car reservations covers the identified travel dates
- Return to the Authorization screen
- Press the Save and continue icon after modifying the trip end date to save the changes.
- Select the Complete the Authorization button to complete the document
- Select and allocate the appropriate accounting data
- Once completed, submit the document for approval

AGENCY GUIDANCE: The travel authorization reflecting travel dates occurring in FY 2011 cannot be created until the associated appropriations are made available in SAP after Fiscal Year startup. Travelers/preparers will be provided official verbiage to include in the comments section of the initial travel authorization stating the portion of travel occurring in the following fiscal year is subject to funds availability.

2. Create FY2011 Nested Travel Authorization document in FedTraveler.com to include all allowable FY 2011 expenses upon funding and systems availability after Fiscal Year startup:
  - a. Includes one-way return airfare); FedTraveler.com system limitations prevent the creation of Nested trips with dates that extend beyond the parent travel authorization, therefore round trip reservations cannot be used.
  - b. Hotel accommodations and rental car reservations for FY2011 dates only

Process Recommendation: Users are encouraged to add comments to the FY 2011 travel authorization to readily identify the travel authorization reflecting FY 2010 obligation/costs i.e., "See associated FY 2010 Split Year Travel Authorization # ..."

**Detailed Example (FY 2010 Travel Dates):**

1. Nested TDY travel order reflecting travel from September 27, 2010 to October 5, 2010 citing CAS funding.
  - a. Enter Departure date of 10/01/2010
  - b. Click End one-way trip
  - c. Enter Return date of 10/05/2010

The screenshot shows the 'Nested Authorization' form on the FedTraveler.com website. The form is titled 'Nested Authorization' and is part of a travel authorization system. It includes fields for Traveler Name, Document Number, Organization, Preparer Name, and Organization. It also has sections for trip details, including departure and destination, and trip end dates. The form is displayed in a web browser window with the URL https://uat.fedtraveler.com/fcb-DSKA18a-1.

- d. Book reservations as required for the entire duration of the travel order
  - e. Reservation should reflect one-way airfare (return) ); FedTraveler.com system limitations prevent the creation of Nested trips with dates that extend beyond the parent travel authorization, therefore round trip reservations cannot be used.
  - f. Hotel and rental car reservations covers the identified travel dates
- Click the Complete Travel with the authorization.
  - Adjust estimated costs
  - Select the appropriate accounting data
  - Submit the Document

Note: Travelers/prepares will need to adjust the estimated costs to accommodate for the reduction in the per diem rate occurring on the first day of the FY 2011 travel authorization.

Interim Expense Report is created to reimburse the traveler for expenses incurred during an interim period of the ETDY and is typically created in one month increments.

1. Consumes the funds from the "Parent" document
2. Using the Parent document model, an Interim Expense Report is submitted for ETDY expenses incurred through September 30, 2010 citing PY 2010 funding.
3. Interim Expense Reports will now include reimbursements for Trips Home

Note: An Interim Expense Report cannot be submitted if there is an incomplete Nested trip within the same time period.

Expense Type	Charging Practice	Business Rules
Per Diem <ul style="list-style-type: none"> <li>Meals &amp; Incidental Expenses (M&amp;IE)</li> <li>Lodging</li> </ul>	Allocated between years. Expenses incurred in FY 2010 are charged to PY 2010 (Parent document #1) Expenses incurred after 9/30/10 are charged to PY 2011 (Parent document #2 )	For ETDY periods crossing into FY 2011, an Interim Expense Report must end on 9/30/10. A second Interim Expense Report is created to continue the ETDY period into FY 2011
Miscellaneous Expenses <ul style="list-style-type: none"> <li>Vicinity mileage-(lodging to/from TDY),</li> <li>Vicinity parking, tolls, metro</li> <li>phone, internet, ATM, monthly charges for rentals/services</li> </ul>	Allocated between years. Expenses incurred in FY 10 are charged to PY 10 (Parent document #1) Expenses incurred after 9/30/10 are charged to PY 11 (Parent document #2 )	For ETDY periods crossing into FY 11, an Interim Expense Report must end on 9/30/10. A second Interim Expense Report is created to continue the ETDY period into FY 11
Transportation <ul style="list-style-type: none"> <li>One-way trips to/from ETDY Station at <u>beginning and end</u> of ETDY               <ul style="list-style-type: none"> <li>Air</li> <li>POV</li> </ul> </li> </ul>	Funded in year travel segment begins (initial departure to ETDY – Parent document #1 and final return from ETDY – Parent document #2) POV mileage is charged to year in which it occurred Expenses incurred in FY 2010 are charged to PY 2010 Expenses incurred after 9/30/10 are charged to PY 2011	For ETDY periods crossing into FY 2011, an Interim Expense Report must end on 9/30/10 A second Interim Expense Report is created to continue the ETDY period into FY 2011 POV expenses incurred on or prior to 9/30/10 are charged to PY 2010 (Parent document #1) POV expenses incurred on or after 10/1/10 are charged to PY 2011 (Parent document #2)

### **Emergency Travel occurring at Year End**

Emergency travel citing CAS funding identified after the recording of the annual Travel Accrual will require OCFO approval (NOTE: Need to determine if this requires Center CFO or Director, HQ Operations). The integration between FedTraveler.com and SAP will be unavailable immediately following the recording of the accrual, until fiscal year start-up activities have been completed. As a result, CAS travel beginning after the performance of the PY 2010 accrual extending into FY 2011 must be approved by OCFO prior to creating the associated travel reservations. The following process will be used to obtain OCFO approval and record the associated obligation:

1. SR created requesting BPS Approval for Yearend Emergency travel citing CAS funding
2. Upon OCFO approval, the Yearend travel process should be used to provide verbal approval for the associated travel authorization ( travel dates occurring in FY 2010 only)

3. SR should be updated with the document number of the associated FedTraveler.com travel document
4. Funds commitment document reflecting the PY 2010 obligation should be manually created in SAP
5. SR should be updated with the financial information recorded in SAP (funds commitment document number)
6. Upon the completion of fiscal year start up activities, the FY 2011 portion of the trip should be recorded using standard travel processes

### **FedTraveler.com to SAP Interface Enhancements**

NASA's travel system (FedTraveler.com) does not possess functionality allowing travel expenses to be allocated by date. As a result, system edits will be implemented as part of the inbound interface to SAP to restrict the processing of travel documents reflecting CAS funding. Documents citing CAS funding that includes travel dates outside of FY2010 will be rejected by the FedTraveler.com to SAP interface. However, the system edit will not prevent cost adjustments to current year documents as long as the associated travel dates are within FY 2010.

### **Central Billed Account Impacts**

CBA activity is limited to airfare and transaction fees; as a result, costs incurred for both expense categories are recorded against the appropriate travel documents per the year end guidance provided above. Additional costs incurred as the result of amendment actions will be recorded as adjustments to the original obligation.

There are no expected impacts to existing Centrally Billed Account processes.

### **Reservations and Ticketing during Year End and Fiscal Year Start-up**

The agency's year end travel processing procedures will become even more vital to ensure mission-critical travel is not hindered during the required year end shut-down. Verbal approvals to ticket will serve as the mechanism to both authorize travel and ensure tickets are issued. See the process guidance provided below.

Travel Authorizations processed via FedTraveler.com cannot be approved by the Travel Office during year end processing. The authorization document will not receive the final "approved" status in FedTraveler.com. Therefore, the center travel office will need to manually provide the approval for travelers that are traveling during this time. During year end processing, an authorized Center Approving official will be required to email a list of documents that have been approved on a daily basis to the CI Travel mailbox [YearEndDoc@cittravel.com](mailto:YearEndDoc@cittravel.com) and copy (cc) [Jean.Brantley@nasa.gov](mailto:Jean.Brantley@nasa.gov) , [Steven.L.Lane@nasa.gov](mailto:Steven.L.Lane@nasa.gov), and [Russell.Cake@eds.com](mailto:Russell.Cake@eds.com) for travel during these dates. Once ticketing has occurred, CI Travel will respond to the email indicating that the ticket has been issued.

The email should include:

- The subject line of *Center's (insert Center name) Approved Documents*.
- Name of the traveler and record locator if possible
- **Travel Authorization Number**
- Date of Travel

## **Ticketing Process**

The ticket will be issued per the agency business rules or required fare rules. Once ticketed, the traveler will receive an invoice itinerary indicating that the ticket has been issued. The traveler and/or the travel preparer should also be able to view the ticketing status on the Itinerary page.

If CI Travel needs to issue a ticket for a traveler they do not have approval for, they should contact one of the Center's approving officials. EDS has provided CI Travel with a list of approving officials at each Center.

## **Reservations Approved within 24 hours of the Travel Date (Emergency Travel)**

If travel is for same day or within 24 hours, the Travel Office should call CI Travel directly with the Approval.

Any other requests for ticketing that do not follow the normal agency business rules (5 days prior to departure) should be sent to the CI Travel mailbox [YearEndDoc@cittravel.com](mailto:YearEndDoc@cittravel.com) and copy (cc) [Jean.Brantley@nasa.gov](mailto:Jean.Brantley@nasa.gov), [Steven.L.Lane@nasa.gov](mailto:Steven.L.Lane@nasa.gov), and [Russell.Cake@eds.com](mailto:Russell.Cake@eds.com) for travel during these dates. Once ticketing has occurred, CI Travel will respond to the email indicating that the ticket has been issued.

## **Manual Processes Supporting the Monitoring of Extended TDY**

### **FedTraveler.com - Travel Authorization Document (Parent)**

1. Creating the parent travel authorization (TA) in FedTraveler.com should include all allowable ETDY expenses. This includes:
  - a. Estimated monthly expenses
  - b. Estimated cost of trips to home
2. The approved TA in FedTraveler.com creates the SAP funds commitment document (FC), which contains the commitments & obligations for the lifecycle of the extended TDY (ETDY) detail.

Note: ETDY trips crossing a fiscal year (FY) funded with CAS funds will require two FedTraveler.com parent travel authorizations and two SAP funds commitment documents will be created



3. The SAP FC document "should" reflect funds consumed for expenses included in the parent's TA. However:
  - a. Monthly interim expense reports DO consume funds from the FC document
  - b. Nested trips DO NOT consume funds from the FC document

### **FedTraveler.com - Interim Expense Report Document**

1. FedTraveler's monthly interim expense reports do consume funds from the parent's SAP FC document

### **FedTraveler.com - Nested Documents**

1. The Nested authorization and expense report create a "new" SAP FC in addition to the original parent FC document. Therefore, these documents do not consume funds from the parent's FC document
  - a. Nested "trips to home" are part of the ETDY detail and require a **SAP Manual Adjustment Process** to perform a drawdown on the parent FC document
  - b. Nested "secondary" trips are not part of the ETDY detail and do not require a SAP manual adjustment

### **SAP Manual Adjustment Process**

- The following procedure outlines the steps required for reducing the commitments of the parent document by the amount of the nested trip to home
  - This process assumes the parent authorization document includes the estimated cost of trips to home during the period of the ETDY detail
1. Display FedTraveler.com expense report for nested trip to home
    - a. Record "Authorization Number:" - this is the FC number
  2. Display FedTraveler.com travel authorization for parent document
    - a. Record "Authorization Number:" - this is the FC number
  3. Execute SAP "FMZ2" Funds Commitment - nested trip to home
    - a. Enter FC number of nested trip
      - i. Print a hardcopy for reference
      - ii. Note the amount in the "Grand Total" field
  4. Execute SAP "FMZ2" Funds Commitment - parent
    - a. Enter FC number of parent document
      - i. Print a hardcopy for reference
      - ii. Note the amount in the "Grand Total" field
  5. Edit parent's FC document
    - a. Calculate the new value of commitment

- i. Original "Grand Total" amount - total amount of nested trip
  - b. Select line item with sufficient "Overall Amount"
  - c. Enter edit mode
  - d. Update "Overall Amount" field with new value
  - e. Save
6. Update "Document Header Long Text" with comments
  - a. Open "Document Header Long Text" icon or (F5)
  - b. Note an explanation for the new commitment total

Example - "Manual adjustment to decrease commitments of ETDY parent document by amount of a 2-12-10 nested trip to home. TA # 22A0000XXXXXX0003088, FC# 400554272, for \$415.07"

**1. Display FedTraveler.com expense report for nested trip to home (this example is transportation via POV )**

**Expense Report Summary**

Choose an Action:

**Document Number:** NASA22A0000XXXXXX0003088  
**Invoice Number:** 1900041927--\$0  
**Authorization Number:** 400554272

**Traveler:** LORI A MANTHEY  
 GLENN RESEARCH CENTER AT LEWIS FIELD  
 lori.a.manthey@nasa.gov (Email)  
 216.433.9658 (Duty Phone)

**Alternate Preparer:** DENISE A KELLY  
 GLENN RESEARCH CENTER AT LEWIS FIELD  
 denise.a.kelly@nasa.gov (Email)  
 216-433-3372 (Duty Phone)

**Expense Report Summary**

Trip Start Date: 02/12/2010 Actual Meals Total: \$0.00  
 Trip End Date: 02/14/2010 Actual Lodging Total: \$0.00  
 Actual Total: \$0.00

Trip Purpose: MEETING  
 Comments: DATE OF TRAVEL: 2/12-14. TRAVELER IS TRAVELING HOME ON A NESTED TDY. TRAVELER WILL BE DRIVING FROM NASA HEADQUARTERS TO HER HOME.

**Travel Details**

Date	M&IE		Lodging		Rental Car Rate	POV Mileage	Cost			Excluded Day
	Actual	Max.	Actual	Max.			Ticket	Rail	Rail #	
Friday, 02/12/2010	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$183.00/366 miles	\$0.00			
*Saturday, 02/13/2010	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	No Miles				
*Sunday, 02/14/2010	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$183.00/366 miles	\$0.00			

\* Denotes a non-working day

## FedTraveler.com Nested trip to home

https://www.fedtraveler.com - Expense Report Summary - Microsoft Internet Explorer

**Travel Details**

Date	M&IE		Lodging		Rental	POV	Cost			Excluded
	Actual	Max.	Actual	Max.	Car Rate	Mileage	Ticket	Rail	Rail #	
Friday, 02/12/2010	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$183.00/366 miles	\$0.00			
*Saturday, 02/13/2010	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	No Miles				
*Sunday, 02/14/2010	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$183.00/366 miles	\$0.00			

\* Denotes a non-working day

**Other Expenses Summary**

Total Expenses Amount: \$39.04  
Total Number Of Expenses: 3

**Expense Details**

Date	Description	Amount
02/12/2010	TOLLS	\$14.16
02/14/2010	TOLLS	\$14.16
02/11/2010	TRANSACTION FEES	\$10.72

**Accounting Summary**

Lines of Accounting: 2      Split Pay Amount: \$0.00  
Actual Cost: \$394.32  
CBA Amount: \$10.72  
Financial Advance Offset: \$0.00

**Accounting Details**

Accounting String	Expense Category	Allocation
10_679591.01.10_CASX22010D*10FA000*2121*FC000000	Other	\$394.32
10_679591.01.10_CASX22010D*10FA000*2121*FC000000	Transaction Fee	\$10.72
	<b>Total Allocation</b>	<b>\$405.04</b>

FedTraveler.com: moving people not paper

Internet Explorer    3    Internet Explorer    Inbox - Microsoft O...    Tracking Log ETDY ...    T:\Specialized Trav...    T:\Approval Mapph...    myAPPLICATIONS....    Processing Extends...

1:28 PM  
Monday  
3/22/2010

## 2. Display FedTraveler.com travel authorization for parent document

https://www.fedtraveler.com - Travel Authorization Summary - Microsoft Internet Explorer

**Accounting Summary**

Lines of Accounting: 4  
Estimated Cost: \$56,382.45  
CBA Amount: \$20.75

**Accounting Details**

Accounting String	Expense Category	Allocation
10_679591.01.10_CASX22010D*10FA000*2121*FC000000	Lodging	\$25,850.80
10_679591.01.10_CASX22010D*10FA000*2121*FC000000	Meals	\$8,452.55
10_679591.01.10_CASX22010D*10FA000*2121*FC000000	Other	\$22,079.10
10_679591.01.10_CASX22010D*10FA000*2121*FC000000	Transaction Fee	\$20.75
	<b>Total Allocation</b>	<b>\$56,403.20</b>

**Travel Authorization Itinerary**

Record Locator: Not Available      First Class: No  
Payment Method: Govt Centrally Billed      Business Class: No

Depart	Arrive	Segment Type	Travel Mode
01/09/2010 HINCKLEY, OH USA	01/09/2010 WASHINGTON, DC USA	Include Meals & Lodging	Privately Owned Vehicle
07/10/2010 WASHINGTON, DC USA	07/10/2010 HINCKLEY, OH USA	End Trip	Privately Owned Vehicle

**Ticket Information**

NO TICKET INFORMATION

**Hotel Information**

NO HOTEL INFORMATION

**Car Rental Information**

FedTraveler.com: moving people not paper

start

Insurance ...    Inbox - Micr ...    Window ...    2 Microsof ...    https://ww...    Microsoft E...    2 SAP Log...

4:17 PM  
Friday  
3/19/2010

[illegible]

The screenshot shows the SAP Funds commitment: Change Overview screen. A context menu is open over the clipboard icon in the top toolbar. The menu options are:

- Options...
- New Visual Design...
- Set Color to System...
- Clipboard**
  - Generate Graphic
  - Create Shortcut...
  - Activate GUIXT
- Script Recording and Playback...
- Script Development Tools...
- SAP GUI Scripting Help
- Default Size
- Hard Copy**
- Quick Cut and Paste**
- Spell Checker
- SAP GUI Help
- About...

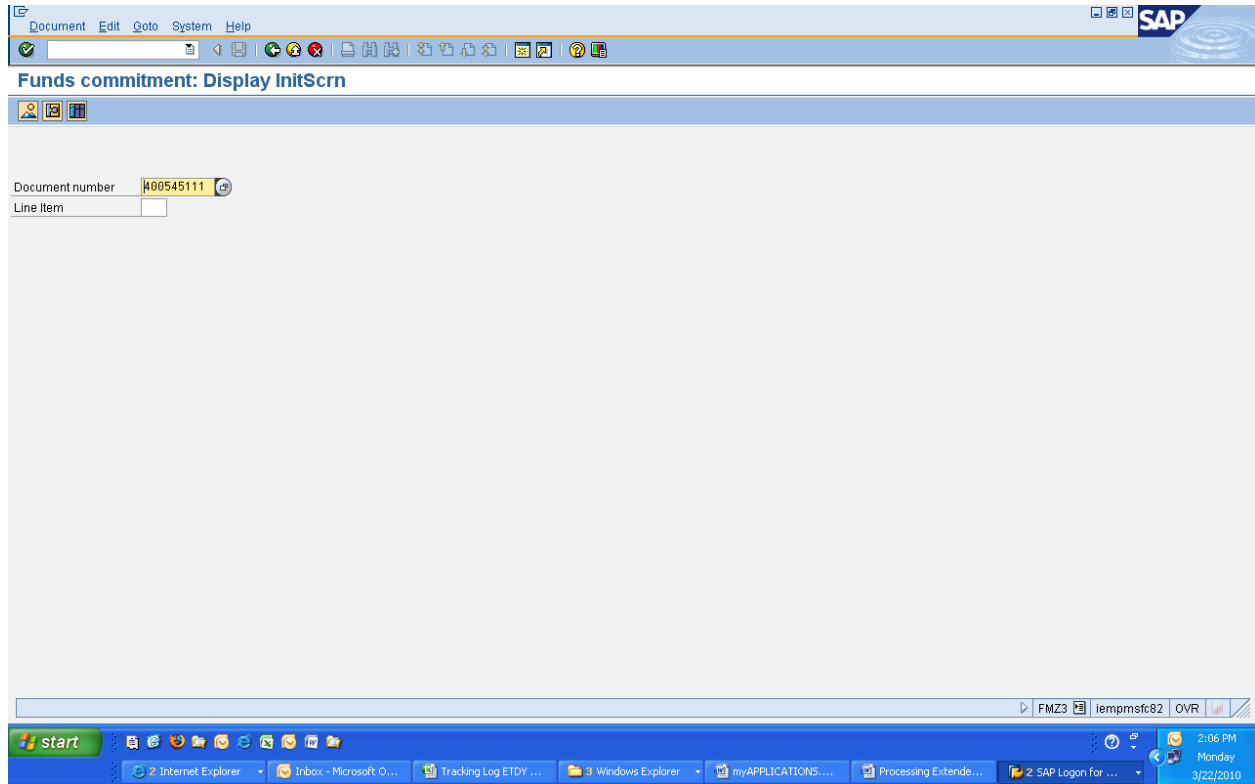
The main window displays document details for Document number 400554272, Document type T0, and Company Code NASA USD. Below this is a table titled "Line Items" with columns: D., G/L Account, Overall amount, Fund, Funds Center, Cost Center, WBS Element, and Program. Two line items are visible.

D.	G/L Account	Overall amount	Fund	Funds Center	Cost Center	WBS Element	Program
1	6100_2121	394.32	CASX22010D	10	10FA000	67959	ded Program
2	6100_2121	10.72	CASX22010D	10	10FA000	67959	

At the bottom, the status bar shows "Position" and "Document item 1 / 2".



#### 4. Execute SAP "FMZ2" Funds Commitment - parent





## 5. Edit Parent's funds commitment document

Change Detail screen - before adjustment. Input new value into "Overall amount" field

Sent Items - Microsoft Outlook

File Edit View Go Tools Actions Help Adobe PDF

Document Edit Goto Extras Environment System Help

Mail Funds commitment: Change Detail scr

Line Item 400545111 1 Position 1 / 2

Text 22A00000001910 07/10/10

Control data

☐ Completion indicator ☐ Item blocked ☐ Item block More

Values

Currency USD

Overall amount 56,382.45

Open amount 53,673.69

Due on

Referenced document

Reservation 0

☐ Set to 'Done'

More data

Vendor 43382 MANTHEY LORIA

Customer

Coding Block

Cost Center 10FA000

Fund CASX220100 Grant

Functional Area 6181

Funds Center 10 Commitment Item 2100 More

274 Items

All folders are up to date. Connected to Microsoft Exchange

Start 2 Windows M... Sent Items - Mi... 3 Internet Ex... Microsoft Excel CBA COLLECT ... SAP Logon 710 Funds commi... SAP Easy Access 3:39 PM

## Change Detail screen - after adjustment

Sent Items - Microsoft Outlook

File Edit View Go Tools Actions Help Adobe PDF

Document Edit Goto Extras Environment System Help

SAP

Type a question for help

Mail Funds commitment: Change Detail scr

Entry Consumption

Line Item 480545111 1 Position 1 / 2

Text 22A00000001910 07/10/10

Control data

☐ Completion indicator ☐ Item blocked ☐ Item block More

Values

Currency USD

Overall amount 55,967.38

Open amount 53,258.62

Due on

Referenced document

Reservation 0

☐ Set to 'Done'

More data

Vendor 43382 MANTHEY LORIA

Customer

Coding Block

Cost Center 10FA000

Fund CASX220100 Grant

Functional Area 6181

Funds Center 10 Commitment Item 2100 More

274 Items

All folders are up to date. Connected to Microsoft Exchange

Start 2 Windows... Sent Items - ... Untitled - M... 3 Internet ... Microsoft Excel CBA COLLE... SAP Logon 710 Funds com... SAP Easy Ac... 3:41 PM

Bates, Pamela A... FW: Working from home spreadsheet Wed 3/17/2010 1... 95 KB

Cook, Karen M. ... FW: Travel - Cancel Items in SAP through 03/17/2010 Wed 3/17/2010 9:... 16 KB

March 2010

T W T F

2 3 4 5

9 10 11 12

16 17 18 19

23 24 25 26

30 31 1 2

6 7 8 9

b) AGA Tele

4:00 PM

Gornick, K@

Meeting

M - 10:00 AM

Room; GRC

Staff Meetin

M - 10:00 AM

o, Mary A. (o

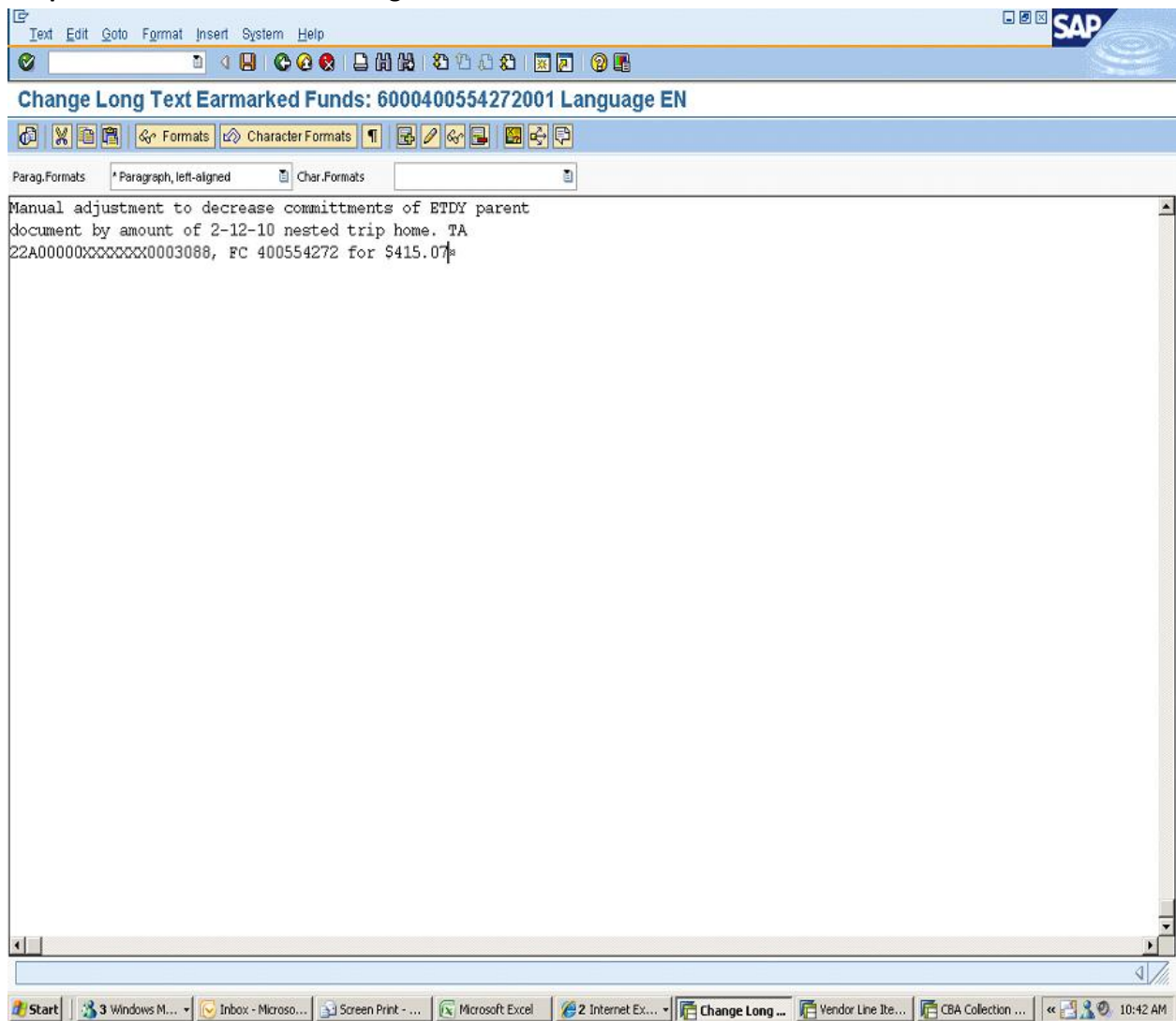
By: D...

Task

no items

this view.

## 6. Update "Document Header Long Text" with comments



## FedTraveler.com Travel Authorization (note no change after adjustment)

https://www.fedtraveler.com - Travel Authorization Summary - Microsoft Internet Explorer

### Accounting Summary

Lines of Accounting: 4  
Estimated Cost: \$56,382.45  
CBA Amount: \$20.75

#### Accounting Details

Accounting String	Expense Category	Allocation
10_679591.01.10_CASX22010D*10FA000*2121*FC000000	Lodging	\$25,850.80
10_679591.01.10_CASX22010D*10FA000*2121*FC000000	Meals	\$8,452.55
10_679591.01.10_CASX22010D*10FA000*2121*FC000000	Other	\$22,079.10
10_679591.01.10_CASX22010D*10FA000*2121*FC000000	Transaction Fee	\$20.75
	<b>Total Allocation</b>	<b>\$56,403.20</b>

### Travel Authorization Itinerary

Record Locator: Not Available      First Class: No  
Payment Method: Govt Centrally Billed      Business Class: No

Depart	Arrive	Segment Type	Travel Mode
01/09/2010 HINCKLEY, OH USA	01/09/2010 WASHINGTON, DC USA	Include Meals & Lodging	Privately Owned Vehicle
07/10/2010 WASHINGTON, DC USA	07/10/2010 HINCKLEY, OH USA	End Trip	Privately Owned Vehicle

#### Ticket Information

NO TICKET INFORMATION

#### Hotel Information

NO HOTEL INFORMATION

#### Car Rental Information

FedTraveler.com: moving people not paper

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4:14 PM  
Friday  
3/19/2010